

# EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM

Purpose of the EFM Program is to reflect the Navy's concern and support for its members and their families by:

- Ensuring members with EFMs are detailed to areas where family special needs can be met

and

- Referring families to local sources of assistance to meet their special needs.

**This booklet is intended for distribution to potential EFM enrollees and those already enrolled in the program.**

Booklets may be obtained free of charge by contacting:  
Navy Publications and Forms Directorate  
Naval Aviation Supply Office  
DSN: 442-4067  
Commercial: (215) 697-4066

# FORMS

Enrollment requires completion of an application, medical summary, and educational summary. Both medical and educational summaries must be submitted for all school age children.

The following forms are used:

■ NAVPERS 1754/1 Application. To be completed and signed by the service member or spouse and verified by an EFM Coordinator. A personal note with additional information may be included.

■ NAVPERS 1754/3 Functional Medical Summary. To be completed and signed by the treating physician, military or civilian. Sponsor must sign to authorize release of information and to confirm that the completed forms are correct. A letter from the physician may be included.

*NOTE:* If enrolling a school age child with medical needs only, page one of the Special Education Worksheet must be endorsed by a school official to confirm that special education is not required.

■ NAVPERS 1754/4 Special Education Worksheet. To be completed and signed by a school official. Sponsor must sign to authorize release of information and to confirm that the completed forms are correct. A legible copy of the current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) must be submitted. A letter or report from the school may be included. A signed Functional Medical Summary must be included for all children, even when no medical condition is apparent.

■ Service members must retain a copy of the enrollment forms and periodically confirm that all information remains current. All special needs must be recorded to ensure the most appropriate category is assigned.

# UPDATES

You are required to maintain a current file, using the same enrollment process and forms each time you update or enroll an additional family member.

Updates are required every three years or immediately upon a significant change in the diagnosis or special needs of your Exceptional Family Member.

An updated NAVPERS 1754/1 Application is required each time a permanent change of station is made.

# DISENROLLMENT

You may request disenrollment if any of the following occur:

■ Special medical or educational services are no longer required for your family member. Forms must be completed by a physician and/or school official.

■ You divorce and/or no longer have custody of the enrolled family member. Forward a letter from your commanding officer or copy of the divorce decree showing custody to Pers-662D8.

■ Your family member is deceased. Forward a letter from your commanding officer or a copy of the death certificate to Pers-662D8.

# EFM CENTRAL SCREENING COMMITTEE (CSC)

All enrollment applications are forwarded to the nearest CSC. The Committee validates that enrollment is appropriate and assigns a category before forwarding to Pers-662D8.

East of the Mississippi River in the Continental United States and for commands in Europe, Africa, South America and the Caribbean:

EFM Central Screening Committee  
Naval Medical Center (Code 0505A)  
620 John Paul Jones Circle, Bldg. 1  
Portsmouth, VA 23708-2197  
(804) 398-5900/5833; No DSN

West of the Mississippi River in the Continental United States and for commands in Alaska and Hawaii:

EFM Central Screening Committee  
Naval Medical Center (Code CGH)  
34800 Bob Wilson Drive  
San Diego, CA 92134-5000  
(619) 532-7291; DSN: 522-7291

Countries in the South Pacific and Asia:

EFM Central Screening Committee  
U. S. Naval Hospital  
PSC 475, Box 1  
FPO AP 96350-1600  
011-81-311-734-7260/6717; DSN 243-7260

After validating enrollment, one of the following categories is assigned based on the information provided:

**Level I:** Needs do not generally limit assignments.

**Level II:** Pinpoint assignment location in or outside the Continental United States (CONUS). Care is usually available at most locations except for some isolated/overseas areas. The family must successfully complete overseas screening.

**Level III:** No overseas locations. The medical condition and/ or educational needs preclude assignment to overseas locations based on non-availability of services to meet special needs. Exceptions to policy are based on overseas screening approval.

**Level IV:** Major medical areas only. The medical or educational condition requires assignment to billets near major medical facilities or metropolitan areas, typically at Fleet concentration areas in CONUS.

**Level V:** Voluntary homesteading. The EFM's needs are highly specialized as to complexity and/or severity. The sponsor receives long term assignment to an area that can support multiple sea/shore tours, typically Washington DC, Norfolk, Jacksonville, San Diego, Bremerton, and for TARs, New Orleans.

**Level VI:** Temporary enrollment. The medical or educational condition requires a stable environment for six months to one year due to ongoing treatment or diagnostic assessments.

**NOTE:** The need for current and accurate information cannot be overstated to ensure assignment to the most appropriate category. If enrolling more than one family member, annotate that fact in your enrollment package.

## FINAL PROCESSING

Applications are received by EFM Program Manager (Pers-662D8).

Program Manager reviews/approves enrollment and category recommendations from CSC.

Detailer is notified that sponsor's detailing file records enrollment and category assigned.

Sponsor's commanding officer is notified that enrollment has been completed.

EFM file is maintained by Program Manager.

File is reviewed when PCS orders are issued to ensure assignments meet EFM criteria.

## RELOCATION INFORMATION

The Family Service Center (FSC) assists families with relocation information regarding medical, educational and community agency referrals. The FSC provides support in many ways. Call 1-800-FSC-LINE for the FSC nearest you or your family.

Contact the National Information Center for Children and Youth with Disabilities (NICHCY) at 1-800-695-0285 to obtain a State Resource Sheet. A few examples of programs to contact include:

- Children's Medical Services, for assistance with unpaid CHAMPUS costs. Please note that eligibility rules vary state by state.
- Department of Special Education, to confirm EFM's educational needs will be met in the new location.
- Parent Training and Information Center (PTIC), to learn about parent rights and responsibilities under the public laws.
- Parent to Parent Program, to identify a support network in the new location.
- Easter Seal Society, regarding Early Intervention Programs for infants and toddlers.

## MEDICAL CARE

Contact any of the following to assist you in your move:

- EFM's physician, to obtain referrals and ensure continuing care at the new location.
- Social Work Counselor at your military or civilian hospital, for alternative funding to supplement unpaid CHAMPUS costs.
- Champus Advisor at any MTF, to assist in filing CHAMPUS claims, explain Champus Program for the Handicapped (PFTH) and identify other CHAMPUS special programs.
- Health Care Finders at any MTF, to locate civilian physicians who accept CHAMPUS assignment.
- CHAMPUS Supplemental Plans, to help with your costshare. (Long term needs are not always a disqualifier. Some have a short waiting period.)
- Patient Administration Officer, to obtain telephone numbers for CHAMPUS advisors at your nearest MTF.

## SPECIAL EDUCATION

Specialized Training of Military Parents (STOMP) at 1-800-5-PARENT provides help in understanding the education process.

Department of Defense Dependent Schools at (703) 696-4386 will verify special education services before you accept an overseas assignment. Remember: you must successfully complete overseas screening for an accompanied tour.

## CORRECTING MISCONCEPTIONS ABOUT EFMP

Service member's deployment schedules are not affected by EFM enrollment.

EFM enrollment does not initiate PCS orders.

Enrollment does not mean only Norfolk or San Diego duty stations.

Enrollment does not replace overseas/isolated screening requirements.

Advancement and career opportunities are not directly affected by EFM enrollment. Remember that promotion boards are unaware of EFM status. While limiting a sponsor's accompanied assignment possibilities necessitates a greater degree of flexibility and cooperation between detailers and the service member, there is never only one pathway to career success.

***NOTE: ALL EXCEPTIONS TO POLICY ARE REVIEWED ON A CASE BY CASE BASIS.***

## HOUSING

Contact your Base Housing Officer to apply for emergency housing assistance for medical reasons, to submit a hardship housing request, or to request needed housing adaptations.

Sponsors with EFMs in categories Level IV and V will be placed on the waiting list for family housing directly below the freeze zone. Contact your housing officer for additional information.

## RESOURCE INFORMATION

Review the EFM Nationwide Resource Database at your local FSC or MTF. It provides state by state listings of resources such as Childrens' Hospitals, Day Camps, Respite Services, and CHAMPUS Supplements.

Dial DSN: 223-6900 to review the EFM Bulletin Board in BUPERS ACCESS. You can review bulletins, ask a question, or locate an EFM POC at any MTF, or download a part of the resource database.

Contact your local Social Security Office to apply for Supplemental Security Income (SSI) benefits. Remember to contact SSI when transferring out of state.

Contact Navy Relief Society for assistance with unpaid medical expenses - particularly if you are facing a financial crisis.

Contact the Incapacitated Dependent Program (INCDP) to extend ID card privileges for children over age 21. Adult children must be unmarried, disabled before age 21, and incapable of self support. Call Pers-334 at (703) 614-4261 or DSN: 224-4261.

Contact the Armed Services YMCA in your area to access programs such as emergency assistance, support groups, counseling, and transportation to medical appointments and therapeutic recreation outlets.

Contact the BUPERS Humanitarian Transfer desk at (703) 614-1357 or DSN: 224-1357 if you require a no-fault transfer or humanitarian reassignment due to emergency medical crisis of a family member.

Attend a TRICARE seminar in your area. TRICARE should be on line in most areas by 1996/97 and will replace the current CHAMPUS system. You will be required to enroll your family members in a health care plan in order for them to obtain medical care.

Notify your personnel office of non-medical attendant travel needs in CONUS when accompanying family members to medical facilities for emergency/specialized care in lieu of emergency leave or no cost orders. Review JFTR U7550 Part Q.

Contact the following offices to inquire about eligibility for Variable Housing Allowance (VHA) waiver or Family Separation Allowance (FSA). You may qualify if you are a geographic bachelor residing apart from your EFM due to the need to continue his or her medical care or special education program elsewhere.

■ VHA Waivers; Pers-463, (703) 614-4207 or DSN 224-4207

■ FSA Eligible; Pers-202, (703) 614-5636 or DSN 224-5636.

# HOW COMMANDS CAN ENSURE EFM PROGRAM SUCCESS

Include EFMP in command indoctrination or general military training.

Establish a POC to assist potential EFM enrollees. Navy families using civilian facilities are often unaware of the requirement for mandatory enrollment.

Refer sponsor to FSC/MTF for program assistance.

Ensure privacy safeguards for handling enrollment forms.

Ensure program information is periodically provided through your media network.

Assign a knowledgeable EFM enrollee to the Sponsor Program to assist other sponsors checking in.

Be aware of emergency medical needs of EFM, especially frequent medical appointments.

Medical commands should ensure Navy physicians enroll their patients who meet program requirements. Additional medical command actions which will benefit the EFMP include:

- Review JFTR U7550 Part Q for guidance for in CONUS medevac needs.

- Co-locate Overseas Screener and EFM Coordinator to ensure continuity for both programs.

- Ensure Patient Administration coordinates with Personnel, the Medevac Office, and the sending facility to identify sponsor emergency needs.

- Notify BUPERS 662D8 of Exceptional Family Members who require extended inpatient placement.

All commands should review EDVR/ODCR to identify inbound EFM sponsors. If special needs cannot be met within the duty station area, commands must request reassignment by message or in writing.

Contact EFM Program Manager for assistance at 1-800-527-8830, (703) 693-3308, or DSN 223-3308. Our FAX number is (703) 693-6471.

# POINTS OF CONTACT FOR THE EFM PROGRAM

American Cleft Palate Foundation	1-800-24-CLEFT	(412) 481-1376
American Liver Foundation	1-800-223-0179	(201) 256-2550
Association for Retarded Citizens	1-800-433-5255	(817) 261-6003
Asthma and Allergy Hotline	1-800-727-5400	(202) 466-7643
AT&T Nat'l Special Needs Center (mobility/hearing/sight)	1-800-833-3232	*
Autism Society of America	1-800-328-8476	(301) 657-0881
Epilepsy Foundation of America	1-800-332-1000	(301) 459-3700
International Shriners Hospitals	1-800-237-5055	(813) 281-0300
Juvenile Diabetes Hotline (for both children & adults)	1-800-223-1138	(212) 785-9500
National Assoc. for Alzheimer's	1-800-272-3900	(312) 335-8700
National Cancer Institute	1-800-4-CANCER	**
Nat'l Cystic Fibrosis Foundation	1-800-344-4823	(301) 951-4422
Nat'l Down's Syndrome Society	1-800-221-4602	(212) 460-9330
National Easter Seal Society (early intervention)	1-800-221-6827	(312) 726-6200
National Multiple Sclerosis	1-800-532-7667	(212) 986-3240
Navy Family Service Centers	1-800-FSC-LINE	(804) 444-6289
Scottish Rite Foundation (speech/hearing/language)	1-800-776-2766	(202) 232-3579
Spina Bibida Hotline	1-800-621-3141	(202) 944-3285
United Cerebral Palsy	1-800-872-5827	(202) 842-1266

\* AT&T National Special  
Needs Center  
2001 Rt.46, Suite 310  
Parsippany, NJ 07054

\*\* National Cancer Institute  
West Virginia Unit  
Health Science Center  
Morgantown, WV 26506